

Retiree Chapter Hammond Teachers Federation Bylaws

LOCAL 394

ARTICLE I: NAME

The name of this organization shall be the Retiree Chapter Hammond Teachers Federation 394, hereinafter referred to as the Chapter.

ARTICLE II: AFFILIATION

The Chapter shall serve as a constituent unit of the Hammond Teachers Federation 394.

The Chapter shall take no action that is in conflict with policies and decisions of the membership or the executive board of the Hammond Teachers Federation 394. No provision of, or proposed amendment to, these bylaws shall be in conflict with the constitution and/or bylaws of the Hammond Teachers Federation 394 and those of its state and national affiliates.

ARTICLE III: OBJECTIVES

The objectives of the Chapter shall be:

1. To promote membership in the Chapter of eligible retirees as defined in Article IV of these bylaws.
2. To formulate and support programs that will advance the best interests of Chapter members in matters such as pensions, annuities, Social Security and health benefits.
3. To improve the quality of life for both active and retired members of the Hammond Teachers Federation 394.
4. To promote the aims and objectives of the Hammond Teachers Federation 394 and its state and national affiliates in matters that pertain to both working members and retirees.

Updated 5/18/23

5. To maintain the ties of professional unity between working and retired personnel.
6. To provide opportunities for its members to socialize and a forum for exchanging of information of interest and benefit to retired members, and for the expression of their views.
7. To monitor legislation at both the state and national levels that may affect members and to keep its members informed of such legislation.

ARTICLE IV: MEMBERSHIP

Section 1. Retiree membership shall be open to all School City of Hammond retired personnel who have held active membership in the Hammond Teachers Federation 394 prior to their retirement. Membership in the Chapter also may be offered to spouses/partners of eligible retirees described above and to retired employees or their spouses/partners who meet similar qualification criteria as prescribed by the Hammond Teachers Federation 394.

Approval of an application for membership from others wishing to join the Chapter shall be determined by a majority vote of the Chapter's executive committee.

Section 2. Membership eligibility in the Chapter shall be determined without regard to sex, race, religious creed, color, national origin, sexual orientation, ancestry, age or political affiliation.

Section 3.

The membership year shall be January 1 to December 31. Retention of current good membership standing in any Chapter year shall be determined by the payment of annual assessed dues by December 31 of that year. Reminders to past and present members who are unpaid for the current year shall be sent by the Membership Committee.

New, not renewal, members who join and pay dues at any time during the calendar year of their initial retirement date, shall be considered fully paid members for the remainder of their initial calendar retirement year as well as the following one full calendar year, after which dues will be payable on an annual basis. However, new members, who first join at any time after

their initial calendar retirement year expires, shall be determined and assessed on the same annual basis as per renewal members.

ARTICLE V: DUES AND CHAPTER FUNDS

- Section 1. The amount of Chapter dues shall be established by the Hammond Teachers Federation 394 executive board upon the recommendation of the Chapter executive committee.
- Section 2. The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the Hammond Teachers Federation 394 executive board.
- a. Checks drawn on the Chapter's accounts shall be signed by the Chapter treasurer or president or a designee approved by the Chapter executive committee.

ARTICLE VI OFFICERS

- Section 1. The officers of the Retiree Chapter Hammond Teachers Federation 394 shall consist of a president, vice president, secretary and treasurer.
- Section 2. Elections
- a. All officers shall be elected for a two-year term at the Spring meeting of the Chapter. Candidates for office must have been a member in good standing for a minimum of six months.
- b. After the report of the nominating committee, the presiding officer shall entertain nominations from the floor. A majority vote of members in good standing (as determined by the provisions of Article IV, Section 3, of these bylaws) present and voting at the Spring meeting shall be required to elect any officer. Unless a candidate is unopposed, all elections shall be conducted by secret ballot.
- c. At least 15 days prior to the election, the executive committee shall mail a notice thereof to each Chapter member at his/her last known address.
- d. Each Chapter member in good standing shall be entitled to one vote.

- e. The nominating/elections committee shall count the ballots; election to office shall be by a majority vote of the ballots returned.
- f. Ballots and election records shall be preserved for at least one year.
- g. Newly elected officers shall assume their positions immediately following the conclusion of the Spring meeting.
- h. At the close of their official term, outgoing officers shall deliver to their successors in office all books, papers, and other property of the Chapter that may be in their possession.

Section 3. Vacancies

If the office of president becomes vacant, the vice president shall serve as president for the remainder of the unexpired term. If any other elected office becomes vacant, the membership will hold a special election at its next meeting in accordance with the election procedures outlined in this article to fulfill the vacant office for the remainder of the unexpired term.

Section 4. Duties of Officers

a. President:

1. Administer the affairs and execute the policies of the organization;
2. Preside at all meetings of the Chapter executive committee and general membership;
3. Represent the Chapter to outside groups;
4. Appoint members to all committees subject to executive board approval, serve as an ex officio member of all committees and establish new committees as necessary;
5. Call regular and special meetings of the executive committee and the general membership;
6. Sign checks when necessary;
7. Fulfill other duties as the office requires, and as are consistent with the bylaws and with the Chapter and the Hammond Teachers Federation 394 constitution and bylaws.
8. Serve as spokesperson for the chapter.

b. Vice President:

1. Assist the president with his/her duties;
2. Oversee the work of the committees;
3. Assume the duties of the president in case of his/her absence, disability, or upon the president's request;
4. be responsible for the Chapter's COPE or similarly authorized political fundraising drives among retirees; and
5. Perform such other duties as may be prescribed by the executive committee.

c. Secretary

1. Record and keep the minutes of all executive committee and general membership meetings;

2. Disseminate pertinent information to the general membership, including notification of meetings;
3. Preserve election records;
4. Be responsible for all correspondence;
5. Keep an official file of all Chapter matters; and
6. With the assistance of the treasurer, maintain up-to-date membership records.

D. Treasurer

1. Mail dues notices and collect dues;
2. Keep an accurate record of all revenues and expenditures;
3. Report the Chapter's financial status to the membership, including an annual report of finances;
4. With the assistance of the secretary, maintain up-to-date membership records;
5. Fulfill any duties related to financial matters; and
6. Write and sign checks.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. Composition

The executive committee shall consist of all elected officers of the Chapter, the immediate past president and standing committee chairpersons.

Section 2. Duties

It shall be the duty of the executive committee to:

- a. Conduct all business affairs of the Chapter between meetings;
- b. Make policy recommendations for consideration by the general membership;
- c. Plan the agenda for all Chapter meetings;

- d. Approve all standing committees and special committees appointed by the president;
- e. Prepare and present a yearly budget at the May meeting;
- f. Act upon nonbudgeted expenditures as may be required;
- g. Interpret the Chapter bylaws; and
- h. Cooperate with the officers and retirement committee of the Hammond Teachers Federation 394 to improve retirement benefits for all members.

Section 3. Meetings

The executive committee shall meet at least four times per year and at other times as deemed necessary.

Special meetings of the executive committee may be called by the president or at the request of two members of the committee.

A majority of the executive committee, including the president, shall constitute a quorum. No business shall be transacted in the absence of a quorum. No proxies shall be allowed.

The president of the Hammond Teachers Federation 394 shall be an ex officio member of the Chapter executive committee.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

- a. The administrative structure of the Chapter shall include the following standing committees:
 1. Membership
 2. Legislative Action
 3. Nominating/Elections
 4. Program/Social
 5. Communication
 6. Insurance
 7. Technology
- b. The Chapter president shall nominate all committee members, who will elect their own chairs. All nominees must be approved by a majority of the Chapter executive committee.

Section 2. Standing Committee Responsibilities

- a. The Membership Committee shall be responsible for recruiting and retaining members.

- b. The Legislative Action Committee shall be responsible for developing legislative goals and for submitting these in the form of resolutions to the Chapter. The committee also shall serve as liaison between Chapter members and the Hammond Teachers Federation 394 in legislative matters.
 - c. The Nominating/Elections Committee shall be responsible for selecting nominees for each office and for providing notification of their names to the membership at least 15 days prior to the Spring meeting of the Chapter membership. The committee shall be responsible for conducting Chapter elections in accordance with the Landrum-Griffin Act. No candidate for election shall be a member of this committee.
 - d. The Program/Social Committee shall work to create programs and events that will enhance the growth of the Chapter.
 - e. The Communication Committee Shall initiate contact and issue "Thank You" and "Condolence" cards when appropriate.
 - f. The Insurance Committee shall appoint a representative to attend the HTF 394 Insurance Committee meetings in order to inform those RCHTF 394 members enrolled in the SCH Health Plan of any changes or proposed modifications.
 - g. The Technology Committee shall be responsible for the RCHTF 394 web page and newsletters to the membership.
- Section 3. The executive committee or the Chapter membership may authorize special committees when deemed necessary to carry out the work of the Chapter. The president may initiate the formation of special committees with approval of the executive committee or the Chapter membership.
- Section 4. The president of the Chapter shall be an ex officio member of all committees.

ARTICLE IX: MEETINGS

- Section 1. The Chapter shall hold at least two meetings for members each year. The agenda for the Spring general membership meeting shall include election of officers in election years, annual reports from each standing committee, adoption of a budget and all other business.
- Section 2. Additional meetings may be called by the president with the approval of the executive committee; by approval of the membership at an official meeting or upon petition of 20 percent or more of the members in good standing in the Chapter.
- Section 3. A quorum at a Chapter meeting shall consist of at least ten (10) members in good standing or 10 percent of the total membership, whichever is greater, and shall include at least two (2) officers. No official business shall be transacted in the absence of a quorum.
- Section 5. The president of the Hammond Teachers Federation 394 shall be an ex officio member of the Chapter.

ARTICLE X: AMENDMENTS TO BYLAWS

- Section 1. Amendments to these bylaws may be proposed by a majority of the executive committee, or no fewer than 10 percent of the active members.
- Section 2. A proposed amendment must be submitted in writing to the executive committee at least 30 days before the amendment vote and to the general membership at least 15 days before the amendment vote.
- Section 3. A proposed amendment to these bylaws shall be considered at the next regularly scheduled business meeting following notice to the general membership.
- Section 4. Approval of amendments requires a two-thirds vote of the members in a duly constituted quorum, and is subject to approval by the Hammond Teachers Federation 394 executive board.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not in conflict with the Chapter bylaws.

ARTICLE XII: DISSOLUTION OF RCHTF

Should it be deemed necessary to dissolve the RCHTF organization, the following shall occur:

1. Legal counsel may be engaged as the Board deems necessary.
2. Required state and federal agencies must be notified.
3. After addressing any liabilities (debts), any and all remaining RCHTF assets shall immediately be distributed to and become the sole property of the Hammond Teachers' Federation, Local 394, of the American Federation of Teachers.